



WORK PLAN CHECK LIST
FOR
MAJOR NON-EMERGENCY PROJECTS
AT
INACTIVE ASBESTOS DISPOSAL SITES

This check list shall be used to ensure that the appropriate Work Plan information is developed and provided per New Hampshire Code of Administrative Rules Env-Wm 3900 Management and Control of Asbestos Disposal Sites Not Operated After July 9, 1981. This Work Plan check list is applicable to Major Non-Emergency Projects (Env-Wm 3906) including all Utility Projects (Env-Wm 3902.13). The purpose of the Work Plan is to establish work practices and engineering controls for excavating, removal, exposing or otherwise disturbing asbestos at an asbestos disposal site in a manner that is protective of worker and public health and safety and prevent impacts to the environment. This check list is to be used in conjunction with all other applicable federal, state and local notification and permitting requirements for completion of all aspects of the work, and must be identified within the Work Plan by the licensed contractor and certified worker who will be completing the work. A copy of this check list shall be included in the Work Plan submitted per Env-Wm 3900.

WORK PLAN SUBMITTAL

The Work Plan and Certification Form shall be submitted to the following agencies:

☐ **A. NH Department of Environmental Services** (Attach and *Submit TWO copies*)

New Hampshire Dept. of Environmental Services
Waste Management Division
29 Hazen Drive, P.O. Box 95
Concord, NH 03302
Phone: (603) 271-3644
Fax: (603) 271-2181
Attn: Manager - Inactive Asbestos Disposal Sites

Note: Electronic submittals can be mailed on CD or E-Mail to the file librarian Mr. Brett Rand for processing. Please contact Brett Rand at (603) 271-7379, Brand@DES.state.nh.us, to obtain guidance on electronic submittal requirements. For ADS related questions please contact the ADS Manager at (603) 271-3644.

☐ **B. Local Health Officer** (Submit *ONE* copy of the signed Work Plan and Certification Form)

Disclaimer: The information contained in this guidance document is current as of July 20, 2005. Statutory, regulatory or policy changes that may occur after this date may cause part or all of this information to be invalid. The guidance document is not intended to cover all conditions which must be identified in the Work Plan and the Department does not assume any liability for the misuse of this guidance document. If there are any questions concerning the current status of this information please contact Department personnel at (603) 271-3644.

CERTIFICATION FORM

This form must be signed and attached to the Work Plan.

A. Qualified Person

I, _____, am the qualified person in charge of this project per Env-Wm 3902.11. I hereby certify that, to the best of my knowledge, the attached Work Plan meets all applicable local, state, and federal requirements, including but not limited to Env-Wm 3900 and the applicable requirements listed in Env-Wm 3901.01(b). I further certify that two copies of the Work Plan are being filed with the N.H. Department of Environmental Services for approval and that a third copy is being filed with the local health officer. No work shall occur prior to approval of the plan.

Signed, under penalties of RSA 641:3, _____;
Name Date

B. Owner

I, _____, am the owner of the property where this work will be conducted and I hereby certify acceptance of the attached Work Plan.

Signed, under penalties of RSA 641:3, _____;
Name Date

C. Responsible Party

If the person initiating this project is not the property owner, also have that person sign the following statement:

I, _____, do not own the property where this work will be conducted, but am responsible for initiating and undertaking the work. I hereby certify acceptance of the attached Work Plan.

Signed, under penalties of RSA 641:3, _____;
Name Date

THE WORK PLAN MUST INCLUDE A COMPLETE WRITTEN DESCRIPTION OF THE FOLLOWING. INCOMPLETE SUBMITTALS WILL BE RETURNED.

☐ **1. PROJECT LOCATION** *(A street/site location map must be provided)*

Facility Name: _____

Street Location/Address: _____

Town/City: _____

Property Owner Name: _____

Mailing Address: _____

Telephone #: _____

Email Address: _____

☐ **2. RESPONSIBLE PARTY**

Name: _____

Mailing Address: _____

State: _____, Zip Code: _____

Telephone #: _____

Fax #: _____

Email Address: _____

☐ **3. PROPERTY OWNER** *(If different than Responsible Party)*

Name: _____

Mailing Address: _____

State: _____, Zip Code: _____

Telephone #: _____

Fax #: _____

Email Address: _____

☐ **4. LICENSED CONTRACTOR AND QUALIFIED PERSON**

☐ **A. Licensed Asbestos Disposal Site Contractor**

If the project does not require a Licensed Asbestos Disposal Site Contractor or a Certified Asbestos Disposal Site Worker state the reason and cite the statute or rule allowing the exemption. Rule Citation: _____;

Reason: _____

Licensed Contractor Name: _____

He-P 5011 License #: _____; Expiration Date: _____

Mailing Address: _____

State: _____, Zip Code: _____

Telephone #: _____

Fax #: _____

Email Address: _____

☐ **B. Certified Asbestos Disposal Site Worker**

Certified Person's Name: _____
He-P 5012 Certificate #: _____; Expiration Date: _____

Mailing Address: _____

State: _____, Zip Code: _____

Telephone #: _____

Fax #: _____

Email Address: _____

☐ **5. PROJECT SCHEDULE**

Date of Commencement: _____

Anticipated Date of Completion: _____

Attached Detailed Schedule (If warranted): Yes____, No____

☐ **6. GENERAL DESCRIPTION OF WORK**

☐ **A. Site Plans** (*Provide copies of the following*)

Please note that a scaled plan of the site, stamped by a registered professional engineer in New Hampshire must be submitted when required pursuant to RSA 310-A, showing the proposed conditions of the site following completion of the work, where remaining asbestos is located or remain on site if any, including cross-sections as appropriate to show details about the depth and type of cover materials that will be used.

- ☐ Site Location Map (to scale) to show the information detailed in Env-Wm 3905.06(j);
- ☐ Site Plan (drawn to scale) showing the asbestos disposal area and area of proposed work;
- ☐ Cross-section (drawn to scale) of existing cover material and area of proposed disturbance; and,
- ☐ Records of previous work completed.

☐ **B. Purpose For Work** (*Describe reason for undertaking the work*)

☐ **C. Estimated quantity of asbestos containing material to be disturbed**

☐ Linear Feet: _____; or, ☐ Square Feet: _____; or, ☐ Cubic Feet: _____.

☐ **D. Type of asbestos to be disturbed**

☐ Friable ☐ Non-friable ☐ Both

☐ **E. Description of asbestos to be disturbed**

- | | | |
|---|--|--|
| <input type="checkbox"/> Baghouse Waste | <input type="checkbox"/> Plate/Sheet Scrap | <input type="checkbox"/> Pellets |
| <input type="checkbox"/> Spheres | <input type="checkbox"/> Full Sheets | <input type="checkbox"/> Rolled Sheets |
| <input type="checkbox"/> Other (specify): _____ | | |

☐ **F. Tools and Equipment**

☐ **F.1. Check all that will be used:**

- | | | |
|---|---|--|
| <input type="checkbox"/> Hand shovel | <input type="checkbox"/> Hand Auger | <input type="checkbox"/> Hand Post Hole Digger |
| <input type="checkbox"/> Power Auger | <input type="checkbox"/> Wheel Barrel | <input type="checkbox"/> Bucket/Container |
| <input type="checkbox"/> Portable sprayer | <input type="checkbox"/> Backhoe/excavator | <input type="checkbox"/> Truck |
| <input type="checkbox"/> Ground tarps | <input type="checkbox"/> Other (specify): _____ | |

☐ **F.2. The following tools/methods of disturbance are strictly prohibited:**

- | | |
|---|---|
| <input checked="" type="checkbox"/> High speed, abrasive saws | <input checked="" type="checkbox"/> High pressure water |
| <input checked="" type="checkbox"/> Explosives | <input checked="" type="checkbox"/> Compressed air |
| | <input checked="" type="checkbox"/> Dry sweeping |

7. HEALTH AND SAFETY, WORK PRACTICES AND ENGINEERING CONTROLS

The Generic and Project Specific Work Plans prepared and submitted in compliance with Env-Wm 3906.04 & 3906.05 shall detail the following as they relate to each site specific job requirement and Site Specific Health and Safety Plans per NIOSH and OSHA requirements. State of the art work practices shall be employed to prevent asbestos fiber emissions. Before commencing any disturbance of asbestos at the site, the qualified person in charge of the project will prepare the site to ensure that the work is completed per the Work Plan and is protective of human health at all times.

☐ **A. The Site Plan shall show all the following**

☐ **A.1 Site Preparation:**

- ☐ Establishing access control and site security;
- ☐ Setup work zones and decontamination facilities pursuant to Env-Wm 3905.09;
- ☐ Setup of emissions monitoring equipment;
- ☐ Setup of emissions control equipment;
- ☐ Eliminating physical hazards from the work area;
- ☐ Staging all equipment, materials and supplies needed to complete the work in accordance with the requirements of Env-Wm 3900, including but not limited to:
 - Decontamination equipment and supplies;
 - Replacement cover materials, both permanent and temporary;
 - Water supply and wetting agents;
 - Waste disposal devices & receptacles in conformance with Env-Wm 2601; and,
- ☐ Spreading and anchoring ground tarps, as appropriate, to protect clean surfaces;

☐ **A.2 Work Zones:**

- ☐ **A.2.1 Exclusion zone (a.k.a. "hot zone"):** This includes all areas at the project site where asbestos is or will be exposed, plus a buffer area that extends an appropriate distance beyond the limits of the exposed asbestos. The boundaries of the zone will be delineated in a manner that will allow persons to readily recognize that the area is restricted. Methods of delineation shall include:

☐ hazard tape ☐ fencing ☐ signs ☐ traffic cones
☐ Other (specify): _____

All persons and equipment entering the Exclusion Zone will do so at controlled entrance points. In addition, all persons entering the Exclusion Zone will be equipped with the appropriate level of PPE. Smoking, drinking, and eating are strictly prohibited in the Exclusion Zone. All persons and equipment exiting the Exclusion Zone will do so at controlled exit points and will undergo decontamination as specified in the Health and Safety Plan.

- ☐ **A.2.2 Contamination Reduction Zone (a.k.a. "decon zone"):** This is the transition area between the contaminated area and the clean area. It is designed to reduce the probability that the clean zone will become contaminated as a result of this project. All decontamination procedures will take place in this zone, within an area called the Contamination Reduction Corridor located upwind of the area of disturbance. The Contamination Reduction Corridor begins at the hot line and ends at the boundary of the Clean Zone. Two Contamination Reduction Corridors shall be established: a) one for decontamination of workers; and, b) one for decontamination of equipment.

- ☐ **A.2.3 Clean Zone (a.k.a. "support zone"):** This is the area outside the above noted zones, where there is no asbestos contamination or disturbance. No person or equipment will enter the Clean Zone after having been in a contaminated zone, unless the person or equipment is decontaminated as specified in the Work Plan.

☐ **B. Personal Protective Equipment**

All persons entering any of the work zones will be equipped with and trained on the use of the appropriate level of Personal Protective Equipment (PPE). The qualified person in charge of this project has determined, based on the worker protection requirements for asbestos workers as established by OSHA in of 29 CFR 1910 and 29 CFR 1926 and project specific factors that the appropriate level of PPE for this project is:

- ☐ Level C (With *Modifications listed below)
☐ Level D (With *Modifications Listed below)
☐ No PPE will be provided (*Specify why*)
☐ Level A or B (If Level A or B, the Work Plan shall detail why this level of protection is necessary, and provide an evaluation of alternative engineering controls to reduce the level of PPE necessary to complete the work.)

☐ *Modifications to Level ____ Protection: _____

☐ **C. Air Monitoring**

The Work Plan shall provide a detailed written description of the proposed Air Monitoring program, which shall comply with OSHA 29 CFR 1926.1101(f) and New Hampshire Code of Administrative Rules He-P 5006.06.

☐ **C.1 At a minimum the Air Monitoring program shall include:**

☐ **C.1.1 Personnel Work Zone Air Monitoring; and,**

☐ **C.1.2 Area Air Monitoring to include:**

- ☐ Background;
- ☐ Downgradient; and,
- ☐ Work Zones.

☐ **D. Access Control & Site Security**

The Health and Safety Plan shall provide a written description of how site access & security will be established, monitored and maintained for the entire duration (24-hours a day) of the project, including a description of the surrounding public and environmental receptors, and the measures that will be employed to control worker and unauthorized public access.

☐ **D.1 The Site Plan shall show the following:**

☐ **D.1.1. Physical and Visual Controls:** *(At a minimum, the following shall be used)*

- | | | |
|----------------------------------|--|---|
| <input type="checkbox"/> fencing | <input type="checkbox"/> hazard tape | <input type="checkbox"/> site security officer |
| <input type="checkbox"/> signage | <input type="checkbox"/> traffic cones | <input type="checkbox"/> other (specify:) _____ |

☐ **D.1.2. Site Security:** *(Identify the Qualified Person or health and safety officer that will provide site security)*

- ☐ Name: _____; Agency: _____
- ☐ Day Time Phone Number: _____
- ☐ Site Phone Number: _____

☐ **E. Decontamination**

- ☐ Provide a detailed written description of all decontamination procedures and the handling and disposal of all wastes generated during the decontamination process.
- ☐ Show all personnel and equipment decontamination area(s) on the Site Plan.
- ☐ Provide diagrams to show how the decontamination area will be set up and appropriate decontamination procedures.

☐ **E.1 Equipment Decontamination:**

Equipment exiting the hot zone will be decontaminated by thoroughly spraying all surfaces with water and/or water mixed with a surfactant. Care will be taken to ensure that the spray does not cause asbestos to become airborne or runoff to leave the site. The following control method(s) will be used:

- ☐ The wash water will be collected in leak proof containers and either filtered in accordance with Env-Wm 3905.14(c) before being discharged to the ground or shipped to an off-site disposal facility permitted to receive the waste water; or
- ☐ The wash water will be drained directly onto a specially constructed decontamination pad, typically consisting of 1 ½ inch crushed stone and located on the edge of the asbestos disposal area. Upon completion of the project, the pad will be covered or removed in accordance with Env-Wm 3900;
- ☐ The wash water will be drained directly into the open asbestos disposal area and the area will be backfilled/covered in accordance with Env-Wm 3900.

☐ **E.2 Personnel Decontamination:**

All persons exiting the Exclusion Zone will move through the Decontamination Zone to be decontaminated by means of the following procedure, before entering the Clean Zone:

- ☐ Walk through shuffle pit to remove any gross contaminants;
- ☐ Scrub down outer boots in decontamination solution and wash off boots in rinse solution;
- ☐ Remove boots
- ☐ Remove disposable coveralls and boot covers and place in approved waste receptacle;
- ☐ Remove respirator and place spent cartridges in approved waste receptacle;
- ☐ Remove disposable gloves and second disposable coverall, if used, and place in approved waste receptacle;
- ☐ When required, provide showers prior to removing respirator.

☐ **F. General Excavation Methods**

- ☐ The excavation, removal, exposure, or other disturbance of asbestos waste at the site will occur in a manner that prevents the release of asbestos fibers to the environment. To prevent asbestos fibers from becoming airborne, all asbestos material will be wetted thoroughly prior to disturbance, by spraying with water or water mixed with a surfactant. Care will be taken to cause the water to soak in and not run-off to any area outside the area of disturbance. All work will be conducted under a “no visible emission” restriction.
- ☐ Ground tarps will be placed around the area of disturbance, as appropriate to protect the ground surface from residual contamination. Upon completion of the work, the ground tarps will be removed and disposed as an asbestos contaminated material.

- ☐ All asbestos and asbestos contaminated materials removed from the site will be managed in accordance with Env-Wm 2601. This includes sealing the waste in a leak tight, labeled container and transporting it, with the appropriate US-DOT shipping records, to a permitted disposal facility.
- ☐ All disturbed asbestos that is not removed from the site will be buried at the site in a location that already contains asbestos, as shown on the Site Plan. No new asbestos disposal area will be created as a result of this project.
- ☐ All disturbed asbestos being temporarily stored at the site prior to off-site removal, will be properly containerized and labeled in accordance with Env-Wm 2601 and stored in a secure location at the site, as shown on the attached site plan. The type of container will be:
 - ☐ Dumpster lined with 20 mil polyethylene or its functional equivalent
 - ☐ Drum
 - ☐ Bags consisting of 6 mil polyethylene or a functional equivalent
 - ☐ Other (specify): _____
- ☐ Upon completion, cover materials (measuring at least 6 inches in depth) will be placed over all areas of disturbance in conformance with Env-Wm 3904.03, as follows. (Check all that apply and show on the attached site plan that depicts the proposed condition of the area of disturbance following completion of the work):
 - ☐ Geotextile plus no less than 6 inches of topsoil with vegetation;
 - ☐ 18 inches (min.) of well draining sand and sandy gravel, plus 6 inches of topsoil with vegetation;
 - ☐ 6 inches of well-draining sand and sandy gravel, or more as needed to sustain site land-use, with ☐ asphalt or ☐ reinforced concrete
 - ☐ A geotextile (optional) will be placed over the asbestos prior to covering with soil materials. Geotextiles shall allow for the uninhibited transmission of moisture;
 - ☐ Other (specify): _____

☐ **G. Disposal Facility** (*Identify disposal site*)

- ☐ Four Hills Landfill, Nashua
- ☐ Turnkey Landfill, Rochester
- ☐ Other (specify): _____
- ☐ N/A: no asbestos is being removed from this site

☐ **8. REPORTING AND RECORDKEEPING**

The Work Plan shall identify all reporting and facility recordkeeping requirements. All asbestos disturbances at asbestos disposal sites shall be documented and maintained by the owner as specified in Env-Wm 3904.08(c) and Env-Wm 3905.16 and by the licensed contractor as specified in Env-Wm 3905.17.

☐ **9. PERMITS**

Identify local, state, and federal permits and approvals required to implement the proposed work and provide a copy of the approval with this check list. Please check all that apply.

- ☐ Permit from DES Water Division to dredge, fill, or significantly alter the terrain per the requirements of RSA 485-A:17 and Env-Ws 415.
Date issued: ____/____/____. Permit #: ____
- ☐ Permit from the DES Wetlands Bureau to dredge and fill in or adjacent to surface waters of the state, per the requirements of RSA 482-A and Env-Wt 100-800.
Date issued: ____/____/____. Permit #: ____
- ☐ Permit for driveway access onto any Class I or Class III highway or state maintained portion of a Class II highway, from the NH Department of Transportation per the requirements of RSA 236:13.
Date issued: ____/____/____. Permit #: ____
- ☐ Local zoning approval or zoning variance.
Date obtained: ____/____/____
- ☐ Local building permit and/or site plan approval.
Date obtained: ____/____/____
- ☐ Other(s) (specify): _____